

# **Blue Ash YMCA Swim Team**

## **Parent Handbook**

Welcome to the great world of competitive swimming! The Blue Ash YMCA Swim Team is dedicated to providing a quality competitive activity founded on the full development of each athlete according to the principles of the YMCA.

The Blue Ash YMCA Swim Team is a year-round competitive team, located in Blue Ash, a suburb of Cincinnati, Ohio. Our YMCA is one of the Greater Cincinnati YMCA's 23 branches. We participate in both YMCA and USA Swimming meets, thus offering exposure to local, regional, and national amateur athletics. Swimmers participate with groups according to their age and ability. Many qualities are developed through competitive swimming such as:

- physical conditioning
- self-confidence
- sportsmanship
- character building
- self-discipline

Personal development is recognized on an individual basis and rewarded through more challenging practice sessions and qualification in highly competitive meets.

The purpose of this handbook is to serve as a guide to assist in answering your questions concerning the swim team and to help you understand the role that our BASH parents play in the success of the entire swim program. It is important to understand that the swim team coaches, under the direction of Head Coach Bill Whatley, have the final authority to change, modify, and improve the day-to-day operations of the swim team and its participants.

Please feel free to contact Coach Bill Whatley at 791-5000 or [CoachBill88@SwimBash.com](mailto:CoachBill88@SwimBash.com) for further assistance. In addition, there is a listing of all Bash Parent Board Members on our website at [www.swimbash.com](http://www.swimbash.com) .

## Blue Ash YMCA Parent Handbook

### 1. Commitment

The Blue Ash YMCA Swim Team is a family-oriented organization committed to a program in which the swimmers can excel both in and out of the water. The success of the program depends largely on contributions of time, effort, and monetary support from swim team parents. To ensure that the team is supported throughout the season, some parent requirements have been established.

All Swim Team parents and swimmers must agree to satisfy the requirements outlined below.

#### 1.1.1 CODE OF CONDUCT – Swimmers

Any organization needs rules and discipline if it is to be successful. A swim team is no exception. At the discretion of the coach, a swimmer may be dismissed from a swim practice or meet if his/her behaviour warrants such action.

Any swimmer using abusive language, derogatory actions or is not respectful of any coach's authority, may be suspended from the team for no less than one week and an apology to the coach and swimmers will be necessary before reinstatement. A second offense may result in suspension from the team for one swimming season. Suspension may be longer if coaches and YMCA deem necessary.

Swimmers must maintain good behaviour during their time at the YMCA. Other YMCA members scrutinize any misbehaviour. Unfortunately, swimmers behaving poorly, no matter how few, can make the entire team look bad. One of our main goals is that all swimmers are having fun at practice and enjoy practicing.

## CODE OF CONDUCT – Parents

I \_\_\_\_\_ hereby pledge to provide positive support and encouragement for my swimmer(s) participating in the Blue Ash YMCA swim team and the Southwest Ohio YMCA Swim League by following the Parent's Code of Conduct:

- I will encourage and uphold good values by demonstrating the core values of the YMCA: Respect, Responsibility, Caring, and Honesty.
- I will ensure that my child upholds the values of the YMCA.
- I will follow the rules and guidelines set down by the Blue Ash YMCA Swim Team and the Southwest Ohio YMCA Swim League as well as provide positive support to all swimmers, coaches, volunteers, and officials involved in both organizations.
- I will do whatever I can to make the sport fun for my swimmer and for all of the children involved in the Blue Ash YMCA Swim Team.
- I will conduct myself in a positive manner that sets a good example for children at practices and competitions by respecting all of the coaches, other swimmers, and other parents.
- I will support the Blue Ash YMCA Swim Team and the Southwest Ohio YMCA Swim League by volunteering my time as expected for membership in these swim programs.
- I will promote the emotional and physical well-being of my swimmer ahead of any personal desire I may have for my swimmer to win. I will encourage hard work and honest effort that will lead to improved performance and participation.
- I understand practice requirements for meets. I understand that parents are not allowed on the pool deck during swim practices.
- I will respect the coaches and their authority during all meets and all practices. I will be in control of my emotions and refrain from criticizing the coaches to my swimmer and to other families. I will not question, discuss, or confront a coach before, during, or after a meet or practice. If I have an issue that needs to be discussed, I will contact the coach via email or phone to set up an agreed upon time to meet.

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

### 1.1.2 Membership Requirements

#### MEMBERSHIP REQUIREMENTS - YMCA CHAMPIONSHIP MEETS

Members of the Blue Ash YMCA Swim Team must be members of the YMCA of Greater Cincinnati. (Please see [www.MYY.org](http://www.MYY.org) for the latest membership news and information.)

In order to participate in a YMCA "A" (League) or "AA" championship meets, you must be a member of the YMCA you represent for at least thirty (30) days prior to swimming these meets and participate in three intra-league meets. In order to compete in YMCA Nationals, you must be a member of the YMCA you represent for at least ninety (90) days and participate in three intra-league meets and a league or zone championship meet.

#### USA SWIMMING REGISTRATION

Our team competes in USA Swimming sponsored meets. Therefore, USA Swimming membership is necessary for those swimmers who wish to compete in USA Swimming meets. USA Swimming membership is not necessary for YMCA league meets. There is an additional fee for yearly registration. It is not included in the regular fees for swim team membership. It is expected that swimmers in all Senior Groups and Advance Age Groups will obtain a USA Swimming membership. If you are transferring from a swim team with prior USA Swimming affiliation, you must swim unattached for 120 days before representing the Blue Ash YMCA Swim Team. Your period of un-attachment begins with the last date you competed representing your previous team.

### 1.1.3 Finances

#### INITIAL PAYMENT – Due by first day of practice in season

Current fees for the Blue Ash YMCA Swim team are determined by several factors, including training group assigned (Coaches Fees), Fundraising Commitment and Swim Meet Entry Fees (by meet and entry). Any additional fees for travel meets must be paid before travel is made. Information regarding all fees can be found on the website [www.swimbash.com](http://www.swimbash.com).

## Family Fundraising Commitment

In an effort to keep our fees down and retain a high caliber program, it is important that all families realize the necessity for fund-raising participation. If you have an idea on a family friendly fundraiser or would like to take a leadership role in this area, please contact Head Coach Bill Whatley. You will get extra credit for coordinating a BASH fundraiser.

## Tracking Payments Due/Account Status

After receiving a logon account from a team administrator, you will be able to determine the status of your account and payments due. You will sign-on to [www.swimbash.com](http://www.swimbash.com), then click on My Account, followed by My Invoice Payment for current dues and invoice amounts. **Swimmers' accounts must be kept current to continue swimming for the Blue Ash YMCA Swim Team.** For any questions or to set up a payment plan different from what is offered, please contact the Team Treasurer at 791-5000.

Each family must register all information to be a participant of the team. Registration forms may be found on the "Document" Tab on the team website.

Payments may be either mailed to:

Blue Ash YMCA Swim Team

5000 YMCA Drive

Cincinnati, OH 45242

Or a payment may be made at the front desk at the Main Building of the Blue Ash YMCA. Checks, cash, or credit cards may be used. Make sure to tell the attendant on duty that you will be making a payment on your swim team account. A form will be provided to you to complete when you make any swim team payments at the front desk. You will need to include the family last name, swimmer, and whether you are making a payment towards the coaches' fees, fundraising, swim entry dues, or a specific travel meet. Please ask for a receipt of payment.

## Refunds

Refunds will be calculated from the swimmers' official first practice. If a swimmer decides to terminate in two weeks or less of official practice, all but \$25 will be refunded.

After 1 month of practice, one half of the initial payment will be refunded.

After 2 months of practice, none of the initial payment will be refunded.

Written notification of the swimmers intent to terminate must be given to Head Coach Bill Whatley **within 1 week of your swimmers' decision.**

#### 1.1.4 Family Participation

The Blue Ash YMCA Swim Team is a very successful program due to the active participation from all parents. All parents are expected to and must perform skilled and non-skilled jobs for the Blue Ash YMCA Swim Team. It is imperative that this is understood at the time of joining as parents have such a strong effect on the success of both the swimmers and their team.

The BASH Team hosts three major invitationals in which **each family is required to work at least three sessions per invitational.** A complete list of descriptions of each job will be located on the website at [www.swimbash.com](http://www.swimbash.com).

#### SWIM MEET WORKERS

Each family must provide volunteers to work at swim meets. Each family must provide, as a minimum, the following:

- Home Meets and BASH/PCY Summer Classic – Each family is required to work for our 2 large home meets we host each year (November Invitational, and Teddy Bear Splash meet in February), and the large meet we run with PCY each year. These are very large meets and are our largest sources of team income supporting our program. There are a variety of different jobs for these meets. Your family is required to work 3 sessions of each of these meets (Friday evening is one session, Saturday morning is one session, Saturday afternoon is one session, etc.). Session workers can be parents, relatives, or older children. Three workers in the same session would meet the 3 session requirement. Job sign-ups will be posted online on our website a few weeks prior to the meet. We also provide Concessions and Coaches Hospitality food items at both meets, and each family will be required to contribute food or beverages for these meets. Signups will also be on the website.

- League A Championship Meet – You will be asked to sign up for any worker positions assigned to our swim team. If your swimmer is swimming in this meet, you will need to plan to work one session.
- League AA Championship Meet – This meet is held at Miami University in Oxford, Oh. If your swimmer qualifies for this meet, you will be required to work one session per family.
- Zone Championship – The location of this meet varies year to year. If your swimmer qualifies for this meet, you will be required to work one session per family.
- National Championship – This meet is held in Greensboro, NC. Swimmers who participate in the event have qualifying national time cuts. Requirements or obligations for parents for this meet are in addition to the general swim team responsibilities. All general team duties must be fulfilled prior to this meet.

Note:

- Signing up to work at the meets is your responsibility. All signups will be posted on our team website.
- If you have not signed up for your worker positions prior to the deadline, you will be notified by the Meet Director as to the job you will be expected to fill. Please understand each family must provide workers for the meets. If each family does their part, the meets flow smoothly. It also gives you an opportunity to learn about the sport, the other swimmers, and meet other parents.

There are many veteran parents here to help our newer families and please feel free to call or let Coach Bill know if you need any assistance. We welcome your participation and know that your child's success will be so much sweeter with the help and support from our very valuable parents.

### How to Sign Up for Worker Positions

Signing up for volunteering is similar to signing up your swimmer for his/her meet entries. Job sign-ups for each meet that are required are available online on the



home page of the [www.swimbash.com](http://www.swimbash.com) website. Scroll toward the bottom under “Events” and Current Meets tab.

Click “Job Sign-up”

Each job is listed by session and a full description is provided for your convenience. Many of our newer families begin with jobs that suit them best for beginning to understand the sport of swimming, including concessions, runner, timer, or assisting with clerk of course.

Click the box next to the job that you are signing up for, noting the time of the session. Scroll to the bottom of the sign-up screen and click “sign-up.” Your name and sign-in will be populated in that area after you close out. Our Meet Manager monitors this closely and will communicate to those families who do not sign-up as all assistance is needed.

## 2. Athlete Practice, Procedures, and Policies

### 2.1.1 Philosophy of Competition

The Blue Ash YMCA Swim Team engages in a multi-level competition program with YMCA and USA Swimming that, like our training program, attempts to provide challenging, yet success-oriented competitive situations for swimmers of all ages and abilities. The following outlines our philosophy:

- We emphasize competition with one's self. Winning ribbons, medals, or trophies is not our main goal. Even if the swimmer finishes first, but has swum poorly in comparison to his/her own past performances, he/she is encouraged to do better.
- The individual's improvement is our primary objective.
- Sportsmanlike behavior is of equal importance to improved performance. Respect for officials, congratulations to opponents (other competitors), encouragement to teammates, determined effort, and mature attitudes are examples of behaviors praised and rewarded by the Blue Ash YMCA coaching staff.
- A swimmer is praised for improving his/her stroke or time. It is the coach's job to offer constructive criticism of a swimmer's performance. It is the parent's responsibility to provide love and encouragement that bolster the swimmer's confidence along the way.
- Swimmers are taught to set realistic, yet challenging goals for meets and use those goals to direct their training efforts.
- Swimmers are prepared and encouraged to compete in all swimming events, distances, and strokes. This promotes versatility and encourages the swimmers to explore their potential in the wide range of events offered in competitive swimming.
- All swimmers are expected to swim in swim meets for their ability level.

### 2.1.2 Attendance

Attendance requirements are set by the coaches in each age group. Practice attendance is directly related to performance at championships.

Regular practice attendance will result in the best conditioning and fitness for the sport of swimming. Swim team practices are planned in a sequence that builds upon the previous practice's instruction and workout. To regularly miss practices

will hamper your swimmer's ability to build the strength and endurance needed to perform well.

It is important for you and your swimmer to know what is expected from your swimmer's coach in terms of attendance. If you are unsure, please ask your swim group coach.

### 2.1.3 Promptness

All swimmers are expected to arrive at the pool early enough (at least ten minutes) to be suited and ready to meet the coach at the designated time.

### PICKING UP YOUR CHILD AFTER PRACTICE

For those parents picking up your swimmers, especially our younger swimmers or the last practice of the evening, please be on time. We expect all parents to be available 10 minutes after the scheduled end of practice to pick up their swimmers. The coaches do not want to wait around long after practice has ended. If this becomes a problem, we will escort your swimmer to the Main Building's Lobby, which is open until 10 PM. If an emergency occurs and you cannot make the designated pickup time, either call the Y at 791-5000 or Ferris Pool at 793-5303 to make arrangements. Swimmers need to move quickly in the locker room after practice, and sitting in the whirlpool will be limited. The coaches will try to hurry the swimmers along and check that everyone has a parent there for pickup. We also encourage the swimmers to wait inside the YMCA in the evening when it gets darker and colder. They can look through the door to see their ride arrive.

### 2.1.4 Policies for Training Groups

All changes to a swimmer's training group assignment must be coach initiated, and then approved by the new training group coach and the head coach. Parents are welcome to discuss with their swimmer's coach what their child needs to do to improve/move to the next training level.

Change must meet one main criterion - the swimmer needs a new training challenge. Fast meet times do not usually come into the discussion, but attendance, attitude, and work ethic do figure into the equation. Technique is always important, and if a swimmer is not working on technique but just "muscling" their way through practice, their new challenge needs to be completing their current workout with good technique.

We do not have basic training requirements for each group, because of the constant change throughout the season and year to year. Some years we'll have a strong group at specific level and other levels may not be as strong. We always have swimmers well outside the norm and we try and accommodate as many as possible. As the season goes along, each group's training level improves and becomes more challenging.

We do have attendance requirements. If a swimmer is not able to meet their current attendance recommendations, they probably cannot make an increased commitment of a new group.

All changes must benefit the swimmer and their new training group. If a swimmer would be forced to swim hard without technique just to keep up in a new group, it would be of no benefit. Another example is overcrowding one group versus staying in a current group and getting more individual attention.

#### 2.1.5 Practice and Meet Equipment

Swimmers should be equipped with a training or competition swimsuit (nylon, polyester, or lycra), goggles, and a BASH team swim cap. Advanced/Senior groups will also be required to have swimming fins, paddles, pull buoys, and a mesh bag for storage. Check with the swim group coaches for specific equipment requirements.

Your swimmer will be provided with 2 BASH team caps at the beginning of the season.

### 3. Swim Meets and Competition Swimming

#### 3.1.1 Seasons

##### Winter – Short Course

The season runs from the second Monday in September to the last championship your swimmer is eligible to swim. All swimmers may swim in the YMCA A Championships. The season concludes at that point unless your swimmer qualifies for the YMCA AA Championships, Great Lakes YMCA Zones, or YMCA Nationals.

## Summer – Long Course

The summer season runs from Mid-May through the end of July. Summer swimming ends with a Championship meet, and, for those who qualify, Summer YMCA Nationals.

### 3.1.2 Age Groups

Age Groups for swim meets/events are as follows:

8 & Under    9-10   11-12   13-14   15& Over   Senior

Determining your swimmer's age for a meet is different for USA and YMCA competition:

- YMCA Short Course Season: Age group is determined by the age of the swimmer as of December 1.
- YMCA Long Course Season: Age group is determined by the age of the swimmer as of June 1.
- USA Swimming Short & Long Course Season: Age group is determined by the swimmer's age as of the first day of the meet.

### 3.1.3 Participation and Swim Meet Expectations

Participating in as many swim meets as possible is highly recommended, since they are the measure of the swimmer's progress in training. Regular weekly competition, especially during January and February, is essential for maximum progression in performance.

Participation by the Blue Ash YMCA Swim Team in meets is at the discretion of the Head Coach.

## BEHAVIOR AT MEETS

Whenever and wherever a BASH swimmer wears any item of the team uniform, the individual should remember that his actions and words reflect on the team he represents and he should behave accordingly. Let your actions reflect the pride you have in the Blue Ash YMCA organization and the Blue Ash YMCA Swim Team.

As a matter of courtesy to the officials and meet hosts, it is preferable that swimmers and parents alike stay off the deck and competition venue, unless they are competing or serving in an official capacity. Similarly, as a matter of courtesy, all questions that swimmers or parents may have concerning meet results, an officiating call, or the conduct of a meet, should be referred to the coaching staff only.

They, in turn, will pursue the matter through proper channels.

- As a matter of pride, leave the rest area and the pool in a neat and clean condition at the conclusion of each session of the meet.
- With regard to which events a swimmer competes in, the coaching staff shall have the final word.
- BASH team members are never to scratch or late enter an event without first consulting one of the coaches.

In a meet with preliminaries and finals, it is expected that any BASH swimmer qualifying to swim in the finals will do so.

#### RECEIVING AWARDS AT A MEET

Whenever there is a system of presenting awards at a meet, it is customary for swimmers to be prompt and to cooperate fully with dignity and respect to the presentation. It is also customary for our swimmers to be polite and modestly thankful for any awards they receive. It is appropriate to congratulate other swimmers and to receive like congratulations with poise and a "thank you." Good sportsmanship is essential.

If photos are being taken, we ask the swimmers to remain until the shooting is complete, being sure to cooperate with the photographer. Do not ham it up! The picture may be special to someone else.

#### 3.1.4 Requirements for Championship Meets

The Southwest Cluster YMCA Swim League ([www.swyswim.org](http://www.swyswim.org)) oversees YMCA competitive swimming in Southwest Ohio. To swim in a championship meet, swimmers must meet the following requirements:

##### **Southwest Cluster YMCA "A" Championships**

1. Swim in at least three (3) YMCA meets (dual and/or YMCA invitationals)
2. Have no more than three (3) YMCA "league" cut-off times
3. Meet requirements set by the coaches.

**Southwest Cluster YMCA “AA” Championships**

1. Swim in at least three (3) YMCA meets (dual and/or YMCA invitationals)
2. Attain the cut-off time(s)
3. Meet requirements set by the coaches.

**Great Lakes YMCA “Zone” Championships**

1. Swim in at least three (3) YMCA meets (dual and/or YMCA invitationals)
2. Attain the cut-off time(s)
3. Meet requirements set by the coaches.

**YMCA National Championships**

1. Swim in at least three (3) YMCA meets (dual and/or YMCA invitationals)
2. Attain the cut-off time(s)
3. Swim in at least one sanctioned meet: the Southwest Cluster or Great Lakes Zone Championship meets
4. Meet requirements set by the coaches.

**Southwest Cluster Long Course Championships**

1. Must participate in two (2) YMCA meets if the swimmer participated in winter meets; if swimming only summer season, three (3) YMCA meets are required.
2. Attain the cut-off time(s)
3. Meet requirements set by the coaches.

**YMCA Long Course National Championships**

1. Must participate in two (2) YMCA meets
2. Must meet time standards
3. Meet requirements set by the coaches.

**3.1.5 How to Sign Up For a Meet**

Entries for each meet are available online on the home page of the [www.swimbash.com](http://www.swimbash.com) website. Scroll towards the bottom under “Events” and Current Meets tab.

Click “Attend this Event”

Under “Athlete Sign-up”, note the date, registration deadline, which sessions your child’s age group is swimming, OR whether your child’s age group is swimming in the morning or afternoon (never assume – this can vary from meet to meet), and any other information pertinent to this meet.

Click your swimmer's name and "Select" Yes or No, the swimmer will be attending this event. Even if your swimmer is NOT swimming, it is encouraged for you to select "no" so the administration is aware you are current on swimsign-ups. (Most meet event names will be highlighted therefore, you may click to see the full details of the meet).

After you declare your swimmer, a list of possible events will be displayed. Please read any specific directions listed and click which events you would like to enter.

Please note the maximum number of entries, as each meet will have different specifications. All events are listed by day, so take note as you sign up which day of the meet you are declaring.

After you choose the events, make sure to click the "Save Changes" tab at the bottom of the screen. If you have any questions regarding which events to choose, please contact your swimmer's coach before or after a swim practice or email them as to your question. Please make sure to monitor the registration deadlines as this will ensure your swimmer will be entered in the meets of their choice.

Please note: USA MEETS -- ENTER AGE AS OF FIRST DAY OF MEET; YMCA MEETS -- ENTER AGE AS OF DECEMBER 1 FOR SHORTCOURSE WINTER SEASON; JUNE 1 FOR LONG COURSE SUMMER SEASON

Check eligibility if the meet has qualifying times.

Once an entry is submitted to the host team, non-refundable entry fees are deducted from your Pre-Paid Meet Entry Account (PME).

Please feel free to ask the coaches for assistance if you need help with this entry procedure. Copies of each swimmer's best times are available on the home page, on the right hand side under "Best Times."

## PROCEDURES A WEEK BEFORE THE MEET

The week before the meet, look over your entries on the website. Please notify your coaches immediately if your child is ill or will not be able to attend. Please remember that your coach has the final say in what events your child will be swimming. In addition, they may be placed in a relay. You must notify your coach if your child will not be participating in relays, leaving a meet early, or has become ill as it will affect relay placement, therefore other team members.

Please arrive at the pool twenty minutes prior to the warm-up time, so the proper stretching exercises can be done before entering the pool.



Obtain a heat sheet and check to see if you are properly entered. If there is a mistake, discuss it with your coach so corrective action can be taken if appropriate. Ensure you are familiar with procedures for Clerk of Course and scratches. At some meets you must check in for each event you entered prior to the start of the meet; failure to do so will disqualify you from the event.

A warm-up is always conducted by a member of the BASH Coaching Staff and is required by all BASH swimmers.

All BASH swimmers are required to wear their BASH team cap, and BASH team suit (if purchased). All other team apparel is optional: however, wearing the complete team uniform promotes team unity and pride and greatly aids spectator recognition.

Each BASH swimmer is responsible for knowing which events he/she is swimming and for being present on time to swim. It is customary to write event numbers, heat, and lane assignments on the back of the younger swimmer's hand.

If possible, before reporting to the blocks, a swimmer should confer with a member of the coaching staff to review race strategy and goals.

At the conclusion of each race, the swimmers should ask the lane timers for their time. The swimmers are then asked to come immediately to the coaching staff. This gives the coaches an opportunity to discuss the race with each swimmer and add positive comments concerning splits, stroke technique, race strategy, etc.

In between races, swimmers are asked to rest and stay warm. All energy is to be stored up and used in competition. If swimmers must eat, a light nutritious snack is recommended. It is very important that parents check with the coaching staff prior to leaving the swim meets, making certain that their child had not been placed on a relay.

What to bring: BASH team swim suit (optional), BASH team swim cap (required), Goggles, 2 towels (or more), Old blanket or sleeping bags, Quiet games or books, Food/nutritious snacks, Money for heat sheets (\$1.00 - \$6.00), and a big Water bottle. At certain meets, parking money is needed.

### 3.1.6 Travel Meets

Trips to meets in other cities become an important aspect of a swimmer's career while advancing through the age group ranks. The Blue Ash YMCA Swim Team

has established the following policies for the safety of the swimmer and peace-of-mind of his/her parents:

- Parents are responsible for arranging transportation and lodging to away meets, except for Nationals. DO NOT ASK YOUR SWIMMER TO HANDLE THIS JOB.
- Parents are encouraged to attend out-of-town meets with their swimmers and to chaperone other swimmers. These trips can be great fun for parents and swimmers alike and are rare opportunities to participate in a special way in each young swimmer's career.
- A coach has too many responsibilities to the team as a whole to accept responsibility for an individual swimmer. Therefore, do not ask a coach to provide transportation as they are not permitted to drive individual swimmers.
- Any swimmer riding in a car is responsible to the parent/driver for his/her behavior and is expected to adhere to the Blue Ash Y code of behavior at all times.
- A medical release and emergency telephone number must be given to the parent/driver with whom your swimmer is riding in case emergency medical treatment is required.

#### BLUE ASH YMCA BUS TRIP POLICY

It is important for swimmers to participate in meets with and without parents in attendance. This adds to the growth experience a child can gain from competitive swimming, teamwork, and individual initiative.

- All Blue Ash YMCA swimmers must travel with the team and stay in the hotel with the team on all bus trips.
- The full amount will be collected in advance and will not be refunded (unless all expenses are met).
- All release forms must be signed prior to the trip.
- All swimmers must follow our established code of conduct. Regulations must be followed as set forth by the coaches and chaperones.
- On team trips where the coaches are in charge, they reserve the right to search through any swimmers' items if he/she believes anyone possesses any tobacco, alcohol or drugs.

#### 4. Communications

There are several methods of communicating updates and team information that our organization uses:

Board Meetings – Typically the first Monday evening of each month, the BASH Swim Team Board and Head Coach have a meeting to plan and manage all swim team activities and needs. If you have an issue you want addressed at the Board level, please contact Bill Whatley or any Board member (names listed on our website), and it can be included in the Board agenda. If any parent wishes to attend a Board meeting, that is also acceptable.

[www.swimbash.com](http://www.swimbash.com) – This is the address for the team website. Meet results, team news, meet signups, and much more can be found here. This is the most used and most effective form of communication. For league meets and Championship information, please check the league website at [www.swyswim.org](http://www.swyswim.org)

Swimmer's Folders – **in the Ferris weight room and Main pool back hallway**, you will find file folders, one for each swimmer. Meet ribbons and medals, as well as other information, will be placed there from time to time. Please encourage your swimmer to check their file after practice once/week.

Coaches – Direct communication with your swimmer's coach is fine, but please do not engage the coaches in conversation during practice sessions or on the deck at meets. Reminder: Parents are not allowed on the pool deck during practice sessions.

Parent Meeting – Every September, we hold an annual Parent meeting. It is a required meeting for everyone. Important information for the swim season is shared, coaches are introduced, and committee signups are held.

Verbal or Written–Communication of a personal nature, made by phone, email, or letter to coaches, the YMCA, or board members will be addressed and handled discreetly.

#### 5. Blue Ash YMCA Swim Team Board

##### 5.1.1 Role of BASH Board

The Swim Team Board represents the parents and swimmers and assists the coaches and the YMCA in the operation of a successful competitive swim program.

Responsibilities include: collecting team membership and entry fees, arranging for various team activities, directing fund-raising, and purchasing and maintaining equipment. It is not the intent of the board to interfere with coach/swimmer/parent relationships.

#### 5.1.2 Board Positions

President – leads the activities of the Board, organizes agenda for Board meetings, and works with Head Coach and Treasurer for annual budget; Recruits parents.

Vice President – assists the president and oversees the special committees. They include 1) Officials, 2) Concessions, 3) Computer Operations/Timing Systems, and 4) New Parent Committee.

Past President – a 1 year position, assists the new president in his/her orientation to office, and to provide the team with continuity from the past administration.

Secretary – keeps an accurate record of all meetings of members and the Board and any other records required.

Treasurer – Assists the Team Accounts Manager as needed with the review of financial data and assists with the preparation of the annual budget.

Team Accounts Manager–manages the receipt of payment and reporting of funds collected for the various team accounts (coaching fees, pre-paid meet fees, fundraising, etc.)

Communications Director – organizes the annual meeting and oversees the Communications committee. This committee will plan and produce printed materials, organize team marketing, submit publications to local media, and prepare a weekly newsletter. The Communications committee will be made up of one parent representative from each training group.

Fundraising Director – responsible for team fundraising activities as well as Blue Ash YMCA Swim Team contribution to the Y Annual fundraising campaign and advertising sales.

Meet Director – responsible for organizing various aspects of Meet Operations, such as volunteers, meet logistics, ensuring all equipment is ready, and assisting the Head Coach with running a smooth meet.

Head Coach – runs the overall swim program, and ensures all aspects of the program, from competitive swimming to parent involvement to interaction of the team with the overall Blue Ash YMCA, is operating in line with the YMCA Core Values.

Swimmer Liaison – a non-voting member of the Board, nominated by the Head Coach and will attend regularly scheduled BASH Board meetings.

### 5.1.3 Committees

Various committees are formed in order to support the Head Coach and the Board in fulfilling their responsibilities. Being a member of a committee is a great way to get involved and contribute to the swim team. Opportunities for committee participation will be detailed in weekly newsletters and posted on the team website.